**Subject: [Company Name]: Your valued input will help us to maintain / improve the service you receive**

Dear

As a valued client, I am writing to request your assistance.

Honest, open feedback provides an incredible opportunity for any business owner to learn, grow and drive the success of their business. As the passionate Founder of ……………….., my business is no different. We ‘walk the talk’ and thrive on feedback as we continuously seek to improve the way we work with you.

With this in mind, I have decided to engage the services of an independent organisation to seek your thoughts on your experience of working with ………………... Over the coming days, you will receive a call from …Name… from Enquir3. I’d be very grateful if you could invest two minutes speak to …Name… to provide her with your feedback and insights. As a strong believer in the philosophy that all progress starts with telling the truth, I urge you to be as honest as possible. If you’d prefer to remain anonymous, please just let …Name… know. Your input is greatly appreciated.

I am really looking forward to hearing your views. If you have any questions or would prefer not to be contacted by Enquir3, then please do let me know.

Thank you in anticipation.

Warmly

……………